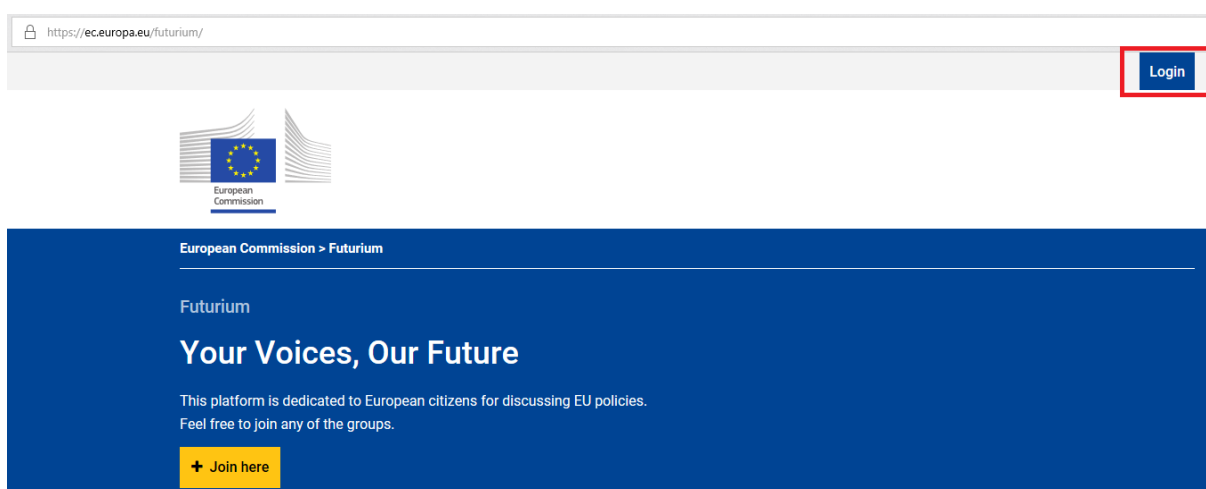# European Media Literacy Events

How to join the Group:

1. **Access the homepage of [Futurium](https://ec.europa.eu/futurium/)** (https://ec.europa.eu/futurium/) **and click "Login"** (at the very top of the page).

   Either use your existing account to log in or press "Register here" to create a new account.

   Registering is easy and fast, just follow the steps described on your screen to create an account. To create an account you only need to provide your name and a valid e-mail address. Once you finished the registration, you will receive an e-mail allowing you to complete the process.
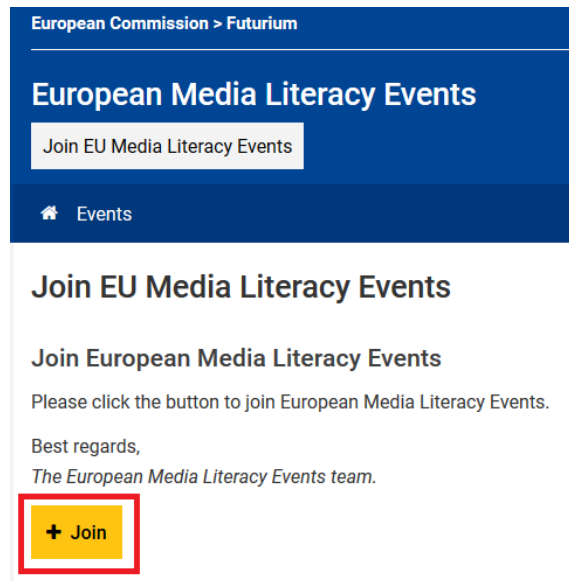

2. Once you have logged in to your account on the homepage of [Futurium](https://ec.europa.eu/futurium/), **access the group page** through the list of groups at the bottom of the page. The name of the group is "European Media Literacy Events".

   On the group page, **click on the button "Join EU Media Literacy Events"**.

3. **Click on the yellow button "Join".**
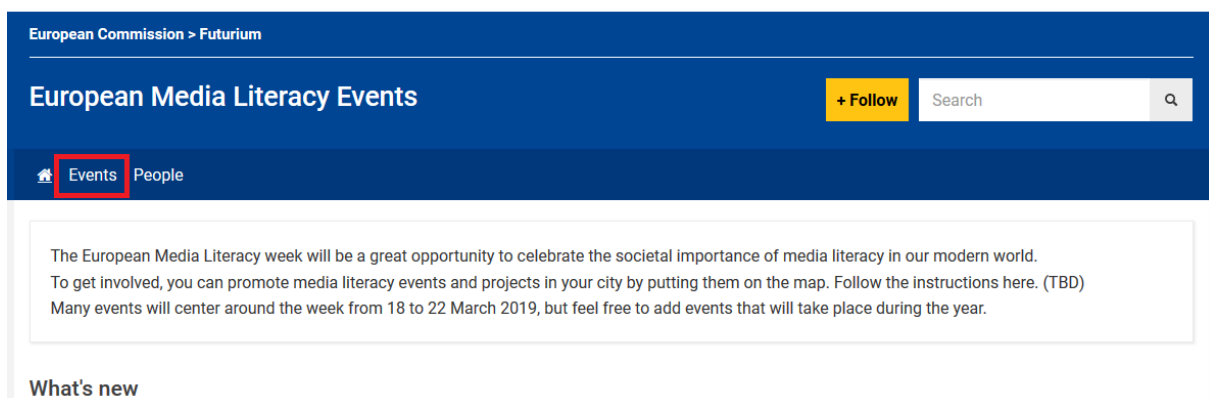

4. **Finally, confirm your registration to the group by clicking on the button "Join".**
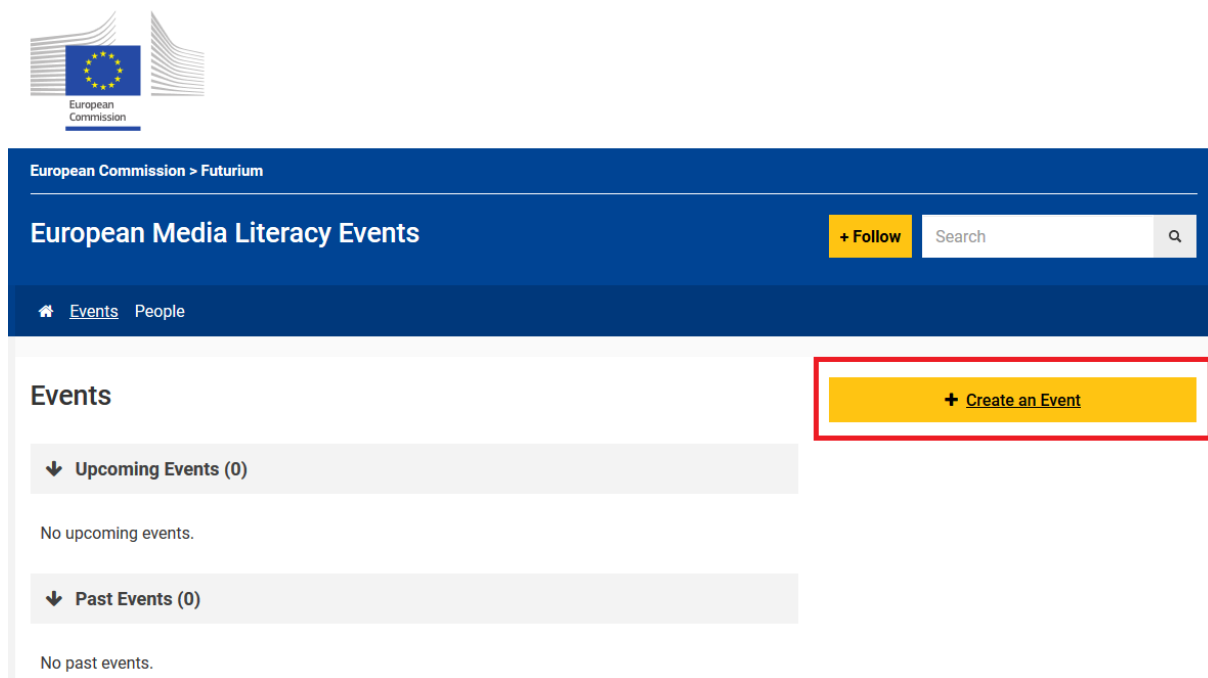

How to create a new event:

1. **Starting from the homepage of the Group, click on the link "Events" on the Main-Menu.**

2. **Click on the button "+ Create an Event" on the right sidebar.**

3. **Complete the form with the information on your event.**

- Title of the event: Please name your event according to the following pattern: "Country name in English" - "Title of the event". For example: "Spain - Media literacy conference".
- Please add a description and general information about the event in the text form, under the category "Body". The description of the event can be in English or any other official EU language.
- The option "leading picture" allows you to upload a visual identity or an illustrative graphic for your event (optional).
- Date and time of the event: If there is no end date, it is possible to untick the box "Show End Date".
- Country: When selected, new fields will appear based on the country to define the full location.
- The field "Register URL" can contain a link to a web page and allows you to define a title for the link. For example: "Register to this event" could be the title and "http://w..." could be the URL. Please note the URL needs to start with "http://" or "https://".

4. Once you have completed the form, **press "Save" at the bottom of the page to finish the creation of the event**.

Thank you for your participation in the European Media Literacy Week!

<u>**Important remark:**</u>
Since the publication of events is moderated, events will not be displayed immediately. They will first need to be validated by the moderator team.